

Parking Service

Resident's Visitor Parking Permit – Guidance Notes

Please read these guidance notes carefully before you complete the application form. They are intended to provide additional information, minimise queries and to reduce possible delays in processing applications.

Further copies of the application form may be obtained by downloading from our website (www.gateshead.gov.uk) or telephoning (0191) 4333155 or by email on parkingandregulation@gateshead.gov.uk.

A. What is a resident Visitor Permit

The Resident Visitor Permit enables a resident's visitor to park for a **three hour** period in the controlled parking zone.

Permits will be issued to bona fide residents only.

It is intended that residents should purchase visitor permits in advance and hand them to their visitors when required. Full instructions for use will be shown on permits.

The permits may be used only within the zone for which they are issued and are not valid for any other controlled parking zone in the Borough.

B. Your entitlement to Resident Visitor Permits

Each household may purchase up to 4 books of 10 vouchers per application.

Permits are only required during the restriction period. The applicants permanent address must be within the controlled parking zone. **You do not have to drive or own a vehicle yourself to obtain resident visitor permits.**

In order to purchase resident visitor permits, you must provide proof of residence in the form indicated in Note F, unless you already hold a valid residents permit.

Residents over 60 and registered disabled applicants may purchase more per application (See Note D).

C. Permit cost

Resident Visitor Permits cost £2.00 per book of 10 vouchers.

OAP/Disabled Resident Visitor reusable Disc cost £1.00.

D. Concessions for Senior Citizens and the Registered Disabled

If you are 60 years of age and over or Registered Disabled you are entitled to purchase a resident visitor disc.

In order to take advantage of this concession, you will be required to produce proof of your age and/or your disability (See Note G and H overleaf).

E. How to apply for Resident Visitor Permits

(i) Postal Applications

Postal applications are preferred and you are requested to submit your application as soon as possible in order to avoid delays in obtaining your permits.

Please complete the application form and enclose the documents specified in Note F and Note G (if applicable).

You must also enclose payment to cover the total cost of the permits you are applying for. Cheques and Postal Orders should be made payable to '**Gateshead Council**'. Please do not send cash through the post.

Please send the completed form to:

**Parking and Regulation
Transport and Highways
Gateshead Council
Civic Centre
Regent Street
NE8 1HH**

(ii) Personal callers

Alternatively, you may take the completed application form with original documents to:

Reception Desk
Development and Enterprise (2nd Floor)
Gateshead Civic Centre

Between 9:30am – 11:30am
2:00pm – 4:00pm
Monday to Friday (both inclusive)

F. Proof of residence

PROOF OF RESIDENCE IS NOT REQUIRED IF YOU ALREADY HAVE A CURRENT RESIDENT PERMIT UNLESS YOU ARE APPLYING IN PERSON.

The proof of residence must show your name and address. One of the following documents will be acceptable proof of residence:

- Driving license
- Current council tax bill
- Pension or benefit book
- Valid 12 month home contents insurance certificate
- Current housing association/council rent book

G. Proof of age (Applicable to Senior Citizens only)

In order to qualify for the reduced permit charge you must produce confirmation that you are aged 60 or over. A photocopy of one of the following will be acceptable.

- Your bus pass
- Your birth certificate
- Your medical card
- Your driving license
- Any other official document which shows your age or date of birth

H. Proof of disability

- Valid blue disabled badge

Further applications

You may submit further applications for resident visitor permits at any time, either by post or by calling in person.

A maximum of 4 books of 10 vouchers will be issued at any one time. Only one resident visitor disk will be issued to residents over 60 and registered disabled applicants within a 12 month period (See Note D overleaf).

If application(s) are received from the same address, but in a different name, proof of residence must be submitted.

Staff will be able to check the form and confirm if it is approved. Permits will not however be issued at the reception desk but sent out in the post at the earliest opportunity. Please allow for this delay when applying for a permit.

Important Note:

If you are unable to supply any of the documents specified above, or if you are unsure of your entitlement to Resident Visitor Permits, please telephone Gateshead's Parking and Regulation Team on (0191) 4333155 or email parkingandregulation@gateshead.gov.uk for further advice.

Your application form will be returned to you if it is not fully or correctly completed or if the relevant documents are not enclosed.

Please send photocopies of documents, wherever possible as the Council is unable to accept responsibility for any original documents sent through the post, however, if making an application in person original documents are required.

Before submitting your application, please check that you have enclosed the following:

- The completed application form
- Proof of residence (if applicable)
- Proof of age (if applicable)
- Correct payment